**Phase-I: Within Five Days of Occurrence of Death**
- Submit following documents to Effective Records (ER) Group under intimation to Non-Effective (NE) & Pension Group Record Office:
  - ✔ Part II Order notifying the death.
  - ✔ Final No Demand Cert.
  - ✔ No personal occurrence pending certificate.
  - ✔ No claim pending cert.
  - ✔ Death Certificate (Six Copies).
  - ✔ Details of leave availed.
  - ✔ Accumulation of leave certificate.
  - ✔ Kit Deficiency Certificate.
  - ✔ Details of withdrawal of AFFP Fund in last five years.
  - ✔ IAFF-958, pay closure certificate, AFMSF-2A and Field Conduct Sheet.
  - ✔ Auth letter for OIC Records to dispose of estates (incl IRLA credit).
  - ✔ Detailed report of casualty.
- ✔ Send one copy to PAO (OR) through AWAN/FAX for processing the Final Settlement of Account (FSA). Ink signed copy must follow within three days.
- ✔ Simultaneously apply for following claims / documents:
  - ✔ Process case for notification of BC to IHQ of MoD through proper channel.
  - ✔ Claim for AWWA Grant.
  - ✔ Claim Ex-Gratia from State Govt.
  - ✔ Submission of initial claim for DSP Bank Account within 90 days of death.
  - ✔ Apply Education Scholarship Entitlement Card from MP Dte.
  - ✔ Claim Postal Life Insurance Amount.
- ✔ Also intimate Record Office of the claims raised.

**Phase-II: Within Seven Days of Occurrence of Death**
Submit the following documents to Records Office:
- ✔ Death Cert.
- ✔ Post-mortem report
  - ✔ (if applicable).
- ✔ Photocopy of counter folio of
  - ✔ railway warrant / e-ticket (if applicable).
- ✔ AGIF Claim as per Appx ‘G’ of AO 23/2002/AGI.
- ✔ Copy of FIR (if applicable).
- ✔ Send copy to (AGI/FSA/FP & Welfare Sec) NE & Pension Group.

**Phase – III: Earliest on Finalization**
- ✔ Forward following documents to Record Office on completion:
  - ✔ Post-mortem Report
  - ✔ (if applicable).
  - ✔ Viscera / Chemical Analysis Report (if applicable).
  - ✔ AFMSF-93 Part (Cert of attributability) if died in Mil Hosp.
  - ✔ Ink signed copy of Court of Inquiry. Day to day charter duties for 14 days (Death due to heart diseases).
  - ✔ Statement of Case for claiming Ex-Gratia from Central Govt in BC and PC (attributable) (within 30 days) from date of death.
  - ✔ Final Police Investigation report (Accidental death).
  - ✔ Fwd Identity Card destruction certificate to issuing auth under intimation to Record Office.